



## **Career with BRAC Uganda**

BRAC is a development success story, born in Bangladesh and expanded into 10 other developing countries across Asia and Africa. It spreads anti-poverty solutions, making it a global leader in providing opportunities for the world's poor.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed, and today BRAC is one of the top leaders in developing cost-effective, evidence-based poverty innovations in extremely poor, fragile and post-disaster settings. BRAC started its first programme outside of Bangladesh in Afghanistan in 2002. BRAC International currently reaches over 19 million people beyond Bangladesh and creates opportunities to break the cycle of poverty.

With a holistic approach using an array of interventions including microfinance, education, healthcare, legal services and more, BRAC invests in communities' own human and material resources, catalyzing lasting change and creating an ecosystem in which the people in poverty have the chance to seize control of their own lives. Of the world's top development and humanitarian relief organisations, BRAC is one of the few based in the global south. In February 2019, BRAC was ranked as the number one NGO in the world for the fourth consecutive year by the Geneva-based NGO Advisor, an independent media organisation committed to highlighting innovation, impact and governance in the non-profit sector.

BRAC International is seeking applications from competent, dynamic, and self-motivated individuals to fill the following positions in BRAC Uganda:

## **HEAD OF HUMAN RESOURCES**

### **Number of Vacancies: 1**

The purpose of this position is to provide customized HR relationship management and services to all BRAC Uganda staff.

### **Key Responsibilities:**

- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Maintain organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Maintain a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.

- Maintain a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay
- Maintain employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.

**Others: (Safeguarding)**

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

**Educational Requirements:**

Master's degree in Human Resource Management, MBA, or related field.

**Required Competencies:**

- ✓ Good understanding of all current labour laws and best practice
- ✓ Ability to work and manage compensation and Wage Structure
- ✓ Excellent interpersonal, particularly staff/management relations;
- ✓ Excellent oral and written communication skills;
- ✓ Ability to work and produce accurate results in an environment with multiple and challenging tasks.
- ✓ **Women are encouraged to apply**

**Experience Requirements:**

- Minimum of 5 years' experience of managing people in the development sector or NGO.

**Employment type:** Contractual

**Salary:** Negotiable

**Job Location:** BRAC Uganda, Country Office, Kampala

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If you feel you are the right match for the above mentioned position, please follow the application instructions accordingly:

**Candidates** need to email their CV with a letter of interest mentioning educational grades, years of experience, current and expected salary at [hrd.uganda@brac.net](mailto:hrd.uganda@brac.net)

**Please mention the name of the position in the subject line.**

**Only complete applications will be accepted and short listed candidates will be contacted.**

**Application deadline: 15 September 2019**

*BRAC is committed to safeguarding children, young people and adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment policy and procedure include extensive background checks and disclosure of criminal records in order to ensure safeguarding to the fullest extent.*

*BRAC is an equal opportunity employer.*